

Office 365 IT Administrator

Duration 1 Day



About This Course

This course student will discover how to efficiently manage your organization's implementation of Office 365, including global subscription settings, Exchange mailboxes, and SharePoint and Skype for Business services. Also know how to set up email domains, and configure policies and multifactor authentication, advanced Office 365 configurations, including how to implement multifactor authentication and troubleshoot with admin center tools.

Audience(s): IT Administrator /O365 Administrator

Technology: Office 365

Time: 9:00-12:00 and 13:00-17:00

Language: Speaker Thai / Presentation English & Thai

Prerequisites:

Before attending this course, recommended students should have:

Windows network environment and be familiar with installing and configuring Windows Server 2008 R2, Windows Server 2012, Active Directory and SQL Server, Cloud, Office 365. It is recommended (but not required)

Course Outline



Time: 9.00 – 10.30

Module 1: Introduction to Office 365

Lessons

- What is the Microsoft Office 365?
- What is the difference between Office 2016 and Office 365?
- What is the Office 365 subscription?
- What are the system requirements for Office 365?
- Office 365 Service Descriptions

Mini Break



Time: 10.45-12.00

Module 2: Managing Office 365 General Settings

Lessons

- Getting familiar with the Office 365 admin center
- Managing global subscription settings
- Managing domain names in Office 365

- Managing general user settings
- Creating a new Office 365 user
- Exploring the other admin centers

Lunch Break



Time: 13.00-14.30

Module 3: Managing Office 365 Email Service

Lessons

- Getting familiar with the Exchange admin center
- Choosing the right recipients in Exchange
- Managing Exchange user mailboxes
- Implementing distribution groups
- Implementing security groups and dynamic distribution groups
- Managing Exchange Online resource mailboxes
- Managing Exchange Online Contacts mailboxes
- Managing Exchange Online rules
- Using a message trace
- Managing Exchange Online malware filter
- Managing Exchange Online Spam filter
- Managing client connectivity to email services

Mini Break



Time: 14.45 – 16.00

Module 4: Managing SharePoint Online and Skype for Business Online

Lessons

- Getting familiar with the SharePoint admin center
- Managing SharePoint site collection settings
- Getting familiar with the Skype for Business admin center
- Managing Skype for Business settings



Time: 16.00 – 17.00

Module 5: Advanced Office 365 Configurations

Lessons

- Implementing multifactor authentication
- Troubleshooting with the Office 365 admin center tools
- Connecting to Office 365 with remote PowerShell
- Managing Office 365 using remote PowerShell